



State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

Registration Information Change Form Instructions

Please make appropriate corrections or changes to registered information on this form. Means of payment are: cash, check, credit card or money order made payable to the "State of Utah." If faxing you must include, on a cover sheet, the number of a Visa or MasterCard with the date of expiration. **Note: If you are using this form with a reinstatement or renewal please do not include the \$12.00 non-refundable processing fee with the reinstatement or renewal fee.**

Section 1

Entity Type: Select the appropriate type of entity for which you are filing the change form.

Section 2

Entity File Number: The registration number issued to you by the Division of Corporations. The number may be found by doing a Business Entity Search at: <http://www.utah.gov/serv/bes>

Registration Date: The date that this entity was filed with the Division of Corporations.

Entity Name: The name of the entity, the entity name cannot be changed by using this form.

Business Purpose: The general purpose of the business. You may use a specific code (NAICS Code) for this, the codes can be searched at: <http://www.census.gov/epcd/www/naics.html>

Registered Agent: The individual or entity designated for service of process for the entity.

Signature: The signature of the Registered Agent listed on the form.

Registered Office: The address of the Registered Agent; it must be a Utah Street Address. A PO Box may be entered on the second line of the address block. All correspondence from the Division will go to this address.

Principal Office: The address at which the principal office is located (principal place of business).

Designated Office: The Utah street address at which records listed under UCA 48-2c-112 are to be kept.

Section 3 (Entity Principal Information)

Add: Click this button if you are adding an individual/entity as a principal.

Remove: Click this button if you are removing an individual/entity as a principal.

Change: Click this button if you are changing information of an individual/entity that is already a principal listed with the Division.

Principal Drop Down List: Choose the principal position of the individual/entity being added, removed or changed.

Copy Previous Name Button: This button may be used to duplicate the name listed in the section directly above in the event that multiple offices are held by the same individual/entity.

Copy Previous Address Button: This button may be used to duplicate the address listed in the section directly above in the event that multiple offices are held by the same individual/entity or if principals share a common address.

Name: The name of the individual/entity being added, removed or changed.

Address: The address of the individual/entity being added, removed or changed.

Signature Block: Signature of the principal affected, if required by statute.

Signature Line:

An authorized party of the entity must sign the form; the signer's title and the date of the signature must also be included.

Mailing/Fax Information:

Mail In:	PO Box 146705 Salt Lake City, UT 84114-6705
Walk In:	160 East 300 South, Main Floor
Information Center:	(801) 530-4849
Toll Free:	(877) 526-3994 (within Utah)
Fax:	(801) 530-6438
Web Site:	http://www.commerce.utah.gov